



The Advantage: Meetings Model

Content

Administrative

Tactical

Strategic

Developmental

Timing

5–10 minutes

45–90 minutes

2–4 hours

1–2 days



Daily Check-in

Share daily schedules and activities

- don't sit down
- keep it administrative
- don't cancel even when some people can't be there

Weekly Staff

Review weekly activities and metrics, and resolve tactical obstacles and issues

- don't set agenda until after initial reporting
- postpone strategic discussions

Adhoc Topical

Discuss, analyze, brainstorm and decide upon critical issues affecting long-term success

- limit to one or two topics
- prepare and do research
- engage in good conflict

Quarterly Off-site Review

Review strategy, competitive landscape, industry trends, key personnel, team development

- get out of office
- focus on work; limit social activities
- don't overstructure or overburden the schedule

This model originated from Lencioni's national best-seller, *Death by Meeting*.
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Simple wisdom for organizations.